



# Internal Job Posting

---

**Date:**

December 11, 2018

---

**Position Title:**

Building Inspector

---

**Department and Reports to:**

Building & Code Enforcement

Tomora Nelson, Director of Building and Code Enforcement

---

**Summary of Position:**

The Building Inspector is an hourly position responsible for identifying, documenting, and resolving building code violations within the administrative scope of the Building & Code Enforcement Department.

The position reports directly to the Director of Building and Code Enforcement, and maintains a close working relationship with Permits Clerk, other departments, and officials of the City as required.

---

**Position Requirements:**

- High School diploma or equivalent.
- Demonstrated experience in building construction and/or related trades, or equivalent building code enforcement background.
- Basic personal computer knowledge.
- Scheduled ICC certifications.
- Current & valid driver's license.

*Please Submit Letter of Intent and Resume  
to James Ellexson, HR Director at  
[jlellexson@citykankakee-il.gov](mailto:jlellexson@citykankakee-il.gov)  
Within 5 Business Days from Posting Date*